

Message Approved For Release By
Director, HRO Beaufort "Tri-Command"

Supervisors: Please ensure that this entire announcement is posted on
official bulletin boards in your work areas.

19 OCTOBER 2005

CURRENT CIVIL SERVICE VACANCIES

NOTE: To be eligible for consideration for jobs being announced through CHART, you must have "civil service status". This means that you must EITHER (1) currently work in the Federal service; OR, (2) have previously worked in Federal civil service; OR, (3) currently be employed with a Non-Appropriated Fund (NAF) activity; OR, (4) have active duty military service and meet the eligibility requirements for appointment into the civil service through the Veterans Readjustment Act (VRA) or the Veterans Employment Opportunity Act (VEOA) (websites for veterans' hiring programs are listed later in this announcement).

If you do not have "civil service status", then you can only be appointed through OPM's Delegated Examining Unit recruitment process. DEU positions are open to all U.S. citizens.

The current Civil Service Vacancy Listing can also be accessed from any computer at any time at <http://www.nhbeaufort.med.navy.mil>.

MCRD, PARRIS ISLAND

For additional information, contact Barbara Bernthal, HR Branch Office, MCRD, Parris Island at 228-2378.

(2) Admin Support Clerk
GS-0303-05
\$27,569-\$35,844 pa

CHART
Eastern Recruiting Region.
Admin Dept

Contract Specialist
GS-1102-11
\$50,541-\$65,704 pa

CHART & DEU (To be posted)
Contract & Purchasing Dept

Electronics Mechanic
WG-2604-10
\$18.61 pa -\$21.71 ph

CHART (Open to MCRD Only)
I and L Dept, Fac Maint Div

Training Support Asst
GS-0303-06
\$30,731-\$39,951 pa

CHART
Ops and Training Dept,
Training Div

(4) Materials Handler
WG-6907-05
\$13.85-\$16.15 ph

CHART
I and L Dept, Sup & Serv Div
Clothing Br

Engineering Technician (General)
GS-0802-10
\$46,001-\$59,806 pa

CHART (Open to MCRD Only)
I and L Dept, Fac Maint. Div,
Public Works

Management Analyst
GS-0343-9/11/12
\$41,772-\$78,745 pa

CHART (Open to Tri-Command
Only)
Plans, Programs & Assessment
(G-8) Dept

Paralegal Specialist (OA)
GS-0950-07 (KPP GS-09)
\$34,149-\$54,300 pa

CHART (Open to MCRD Only)
Staff Judge Advocate Dept,
Law Center Div

MCAS BEAUFORT

**For additional information, contact Caterina Antonacci, HR Branch Office,
MCAS Bft at 228-7272**

Air Traffic Controller Specialist (Terminal)
GS-2152-09/11
\$41,772- \$54,300 pa

CHART
Air Field Operations

Automotive Helper
WG-5823-05
\$13.41-\$15.64 ph

CHART
MCCS

(3) Budget Technician
GS-0561-07
\$34,149-\$44,395 pa

CHART (Open to Tri-Command
Only)
Comptroller

Hazardous Material Handler
WG-6501-07
\$15.76-\$18.37 ph

CHART (Open to MCAS Only)
NREAO

Purchasing Agent
GS-1105-07
\$34,149- \$44,395 pa

CHART (Open to MCAS Only)
Supply

Supply Technician
GS-2005-07
\$34,149-\$44,395 pa

CHART
Supply

(2) Housing Assistant
GS-1173-07
\$34,149-\$44,395 pa

CHART (Open to MCAS Only)
Housing Div

Safety and Occupational Health Specialist
GS-0018-12
\$60,576-\$78,745 pa

CHART (Open to MCAS Only)
Safety

Social Counselor (Substance Abuse)
GS-0101-09
\$41,172-\$54,300 pa

CHART
MCCS-SC

Social Services Asst (OA)
GS-0186-05
\$27,569-\$35,844 pa

CHART
MCCS

Social Worker
GS-0185-11
\$50,541-\$65,704 pa

CHART
MCCS

Wastewater Treatment Plant Operator
(Temporary NTE one year)
WG-5408-07
\$15.26-\$17.79 ph

CHART
Public Works

NAVAL HOSPITAL BEAUFORT

For additional information, contact Sheila Sofaly, HR Branch Office, Naval Hospital Beaufort, 228-5574

Medical Support Assistant (OA)
GS-0679-05
\$27,569-\$35,844 pa

CHART
DPS, Physical Therapy

Pharmacy Technician
GS-0661-05
\$27,569-\$35,844 pa

CHART (All Appointables)
Pharmacy

Support Services Specialist
GS-0342-06
\$30,731-\$39,951 pa

DEU (All U. S. Citizens)
Ann. Number SE5-0342-06-MK275232-DE
Opens 10/19; Closes 10/21
Operating Mgmt Dept.

6TH MARINE CORPS RECRUIT DISTRICT

None

MARINE CORPS COMMUNITY SERVICES -- SOUTH CAROLINA (MCCS-SC)

For information about NON-APPROPRIATED FUND (NAF) positions with MCCS-SC at Parris Island and Marine Corps Air Station Beaufort, go to www.mccssc.com then click on [Area Job Listing](#).

Please direct any questions concerning NAF positions to the MCCS-SC Personnel Office listed in the website.

CIVILIAN APPRECIATION DAY

WHO: For all NAF and APF civilians who work aboard MCRD Parris Island.

WHEN: Tuesday 25 October 2005, 1100-1600.

WHERE: Start at Depot Theater, then to Depot Lyceum.

WHY: To show Command's appreciation for the hard work and dedication the Civilian Workforce contributes every day.

COME OUT AND ENJOY FELLOWSHIP, ACTIVITIES, GAMES AND GREAT FOOD!

Menu includes fried chicken, bar-b-que pork, baked beans, potato salad, bread, cookies, dessert, and beverages.

For details, see Letter of Instruction for Civilian Appreciation Day dtd 12 October 2005 distributed by Depot-wide e-mail 17 Oct 2005

HEALTH INSURANCE BENEFITS FAIR

Come visit the Federal Employee Health Benefit (FEHB) program insurance carriers at the Open Season Health Insurance Benefits Fair on Tuesday 8 November 2005.

MCRDPI, Religious Ministries Center, 0830-1000
Naval Hospital Beaufort, Galley (1st Floor), 1030-1200
MCAS BOQ (BLDG 431), 1330-1430

Remember! FEHB Open Season dates are 14 November - 12 December 2005.

For more information about FEHB carriers and programs, click <http://www.opm.gov/insure/health/index.asp>

LEAVE DONOR PROGRAM RECIPIENTS

The Voluntary Leave Transfer Program allows a Federal employee to donate annual leave **directly** to another Federal employee who has a personal or family medical emergency and who has exhausted his or her available paid leave. For more information about the Leave Transfer Program, click www.opm.gov/oca/leave/html/lvtran.htm.

"Tri-Command" employees who are currently enrolled in the Leave Transfer Program and eligible to receive donated leave are:

Adron Welch, Marine Corps Recruit Depot, Parris Island
Gary G. Cable, Marine Corps Recruit Depot, Parris Island
Russell Wheeler, Beaufort Naval Hospital
Melissa Chancay, 6th Marine Corps Recruiting District, Baton Rouge, LA

The Emergency Leave Transfer Program allows a Federal employee to donate annual to a general leave donation bank (not a specific employee) from which eligible employees can be given leave for emergency circumstances. Many Federal employees affected by Hurricane Katrina have requested to receive leave through the Emergency Leave Transfer Program.

To donate any amount of annual leave to either or both employees, or to donate annual leave to the Emergency Leave Transfer Program's leave donation bank, please contact Cynthia Oliver, HR Specialist (Benefits) at 228-4180 (cynthia.oliver@usmc.mil) or Maggie Watson, HR Assistant, at 228-3690 (magdalene.watson@usmc.mil).

THANK YOU!

FOOD FOR THOUGHT

Appreciation is a wonderful thing. It makes what is excellent in others
belong to us as well.
Voltaire

There is more hunger for love and appreciation in this world than for bread.
Mother Teresa

There's nothing greater in the world than when somebody on the team does
something good, and everybody gathers around to pat him on the back.
Billy Martin

Appreciate a person, and he will do all the more.
John Wooden

BUT WAIT!

THERE'S MORE GOOD INFO BELOW !

ABOUT RECRUITMENTS THROUGH

Dept of Navy's "CHART"

HOW DO I APPLY
FOR CIVIL SERVICE JOBS IN NAVY AND MARINE CORPS
USING "CHART"?

* You must submit your resume' to the CHART database in order to apply and be considered for CHART job announcements. It is FAR PREFERABLE to get your CHART resume' in the RESUMIX database NOW rather than waiting for a particular position to become vacant.

* **Frequently** check the CHART website for additional information regarding the effective date of the change. The website address is:
<https://chart.donhr.navy.mil>.

* Log into your CHART account, click on MY RESUME and review each section of your resume to ensure it is complete and up-to-date. New choices are being added to some of the menus.

* After you have made sure your resume is complete, click on SEARCH FOR JOBS to find a new job opportunity announcement you wish to apply for.

* SUBMIT your updated resume.

* Use the APPLY NOW feature to use your updated resume already on file to apply to additional announcements. The APPLY NOW feature will work for any announcement except those where the announcement number ends in -DE or -NR.

* Be sure to read the [Quick Tips and FAQs](#) that are posted within CHART. These provide detailed information about how to use CHART to search for and apply to DON announcements.

* Need to know what the qualifications are for a job you're interested in? Or do you need help in finding out the right words and terminology to use in your CHART resume'? Try going to the www.opm.gov website and looking at terms used in the classification standards and qualification standards for the series and grade level of the position(s) you're interested in.

WHAT ELSE DO I NEED TO KNOW ABOUT "CHART"?

* Open-continuous announcements (which start with "DON") are for ALL of the Department of Navy.

* When the HRSC--SE needs to announce a position that's not covered by a Navy-wide open continuous announcement, a stand-alone announcement open for a

specified period of time will be published. Stand-alone announcement numbers will start with EA.

* Your resume will remain active in CHART for 6 months and you can submit it to apply to the new announcements.

* Be sure to include the CORRECT SERIES of the position(s) for which you want to be considered. Failure to include the correct series may be a "fatal screen out" factor for further consideration.

* Be sure to include the LOWEST GRADE LEVEL OR PAY you are willing to accept. Some employees have shown the desired grade level or pay only to learn, too late, that doing so automatically screened them out of further consideration for lower-graded positions in which they would have been interested.

HAVING PROBLEMS WITH YOUR "CHART" RESUME'??

If you're having problems with your CHART resume', contact Maggie Watson, HR Assistant, HRO at 228-3690 and she will report the problem to the office that is responsible for managing and maintaining the CHART database. Neither Ms. Watson nor the local HRO have any control over the operation of CHART. Additionally, there is no established process for applicants to report problems with CHART or to get assistance in resolving the problems. However, we want to assure you that we WILL REPORT any problem with CHART that you may be experiencing.

ABOUT RECRUITMENTS THROUGH THE U.S. OFFICE OF PERSONNEL MANAGEMENT Delegated Examining Unit (DEU) PROCESS

Some civil service positions are filled by the "DEU" recruitment process, especially positions that are hard-to-fill through with current civil service employees or other eligible candidates through "CHART".

To see (and apply) for jobs being filled through "DEU" at ALL Federal government agencies, go to www.usajobs.opm.gov. Be sure to follow the application instructions on the individual job announcement carefully as there are often different application processes at different government agencies!

For civil service positions being filled through the "DEU" process in Dept of Navy / U.S. Marine Corps only, you can also go to <https://chart.donhr.navy.mil>.

ABOUT RECRUITMENT OF VETERANS

We get a lot of questions from applicants for civil service employment that are currently on or have previously been on active duty military service. Applicants for civil service positions who have active duty military service...

-- May have civil service "status" and be eligible for recruitment through CHART under the Veterans' Readjustment Act (VRA) or the Veterans' Employment Opportunity Act (VEOA).

-- May be entitled to "veterans preference" for recruitment through OPM's DEU
Additional information about VRA / VEOA eligibility and Veterans Preference
can be found at <http://www.opm.gov/veterans/html/vetguide.asp#6>.

ABOUT THE NATIONAL SECURITY PERSONNEL SYSTEM (NSPS)

** Civil service employees in GENERAL SCHEDULE (GS) positions ONLY at the Marine Corps Recruit Depot Parris Island, 6th Marine Corps Recruiting District, and the Marine Corps Air Station Beaufort are in NSPS Spiral 1.3 which is currently expected to go into effect in July 2006.

** A comprehensive PowerPoint presentation " FUNDAMENTALS OF NSPS: An Overview of the Proposed Regulations" has been developed by the Dept of Defense and can be viewed by clicking on <http://www.cpms.osd.mil/nsps/dlpps.asp?file=NSPSFundamentals060905.pps>. (If you have trouble accessing the presentation at this link, it is also available on DoD's NSPS website above.) The best way to go through this course is to read the information on each slide, page-by-page, using the "PAGE DOWN" key on your keyboard. The review questions at the end of each section are helpful.

The course can be accessed from ANY computer that has Internet access and Microsoft PowerPoint software.

** To subscribe to the NSPS e-newsletter published by Dept of Navy, **NSPS NEWS**, click on link: mailto:join-nsps_news@venus.lyris.net?subject=join-nsps_news.

** For official information about NSPS, click on <http://www.cpms.osd.mil/nsps>.

ABOUT CIVIL SERVICE BENEFITS:

Current civilian employees have TWO ways to access general and personal benefits information, to get retirement estimates, and to make changes for health, life and Thrift Savings Plan (TSP).

Employees can talk to a Benefits Line representative at 1-888-320-2917 Monday thru Friday 7:30 a.m. to 7:30 p.m. Or, employees can use the automated **Employee Benefits Information System (EBIS)** 24 hours a day, 365 days a year by clicking on the following website:
<http://www.civilianbenefits.hroc.navy.mil/>

Need help with EBIS? Contact the BENEFITS LINE representatives at 1-888-320-2917 who can help you set up an EBIS account and navigate the EBIS web page.

ABOUT THE THRIFT SAVINGS PLAN (TSP)

As of 1 July 2005, TSP enrollment and changes can be done at any time!
For more information, to enroll in TSP, or to change TSP enrollments, go to <http://www.tsp.gov/>.

OR, for enrollment assistance and question, you can call the Thrift Line or the TSP Service Office, toll free, at (877) 968-3778 (1-TSP-YOU-FRST)

ABOUT THE CIVILIAN EMPLOYEE ASSISTANCE PROGRAM (CEAP)

The Civilian Employee Assistance Program (CEAP) is a confidential program to help you get professional support for any personal concerns that may be causing problems in your personal life, your health, your job, finances, and your relationships with family and friends.

At no cost, any current civil service or NAF employee at any Marine Corps or Navy command in Beaufort SC can contact a professional CEAP counselor, any time "24/7", for private consultation, assessment, and referral to specialized resources in the community where you live for additional support and assistance. Every CEAP counselor is a professional licensed in South Carolina and selected by GHE HealthCare, an established and successful provider of Employee Assistance Programs.

To contact a CEAP counselor, simply call (toll free) 1-866-443-3277 (1-866-GHE-EAPS).

For more information about the "Tri-Command" Civilian Employee Assistance Program or to contact a CEAP counselor by e-mail click on <http://www.federal solutions.com/beaufortsc/>.

ABOUT EMPLOYMENT VERIFICATION:

The use of this system is mandatory for all Navy civilian employees for business matters that require verification of your civil service employment!

The toll free Work Number © Customer Service Center is 1-800-996-7566, Monday-Friday, 7am-8pm CST.

When you use it ...

Anytime you need to have your employment or salary verified, such as when you apply for an apartment lease, car loans, mortgage, and other major loans.

Who receives the information ...

Any organization (your bank, loan or credit institution, a background checking company, or even a prospective employer) that you authorize can obtain this information by calling the "The Work Number for Everyone" © or visiting <http://www.theworknumber.com> once you give them a salary key.

Getting a salary key ...

Dial 1-800-EMP-AUTH (1-800-367-2884) or go to <http://www.theworknumber.com> You can obtain up to three salary keys. If unused, they will expire after six months.

When prompted enter: Department of Defense Code: 10365; Your Social Security Number and your 4-digit Pin: Month and Day of Birthday (MMDD) format, for example March 27 would be entered as "0327". **Some employees may not be able to access The Work Number by entering the four-digit, numerical month/day (MMDD) of birth as the default PIN. You should still be able to access the system by entering the four-digit, numerical month/year (MMYY) of birth as your PIN.** Then change your PIN to any 4-8-digit number. Receive your salary key ... If using the telephone has a pen and paper handy so you can write down the salary key (a six-digit number that will be voiced to you.) If using the Internet, the salary key will be shown to you. Simply give this number to the organization requesting the employment or salary verification.

Types of employment verification...

BASIC: Verifies that you are an DOD employee, spells your name, and provides

your most recent start date, how long you have been employed and your job title.

BASIC PLUS: In addition to above, provides current salary information.

FULL: This option provides all of the above in addition to your gross earnings YTD and your salary history for the prior two years if available.

ABOUT HRO BEAUFORT "TRI-COMMAND"

(A satellite of Marine Corps Civilian Human Resources Office -- Southeast Region)

Alphabetical Directory of HRO Staff Members

Commercial Area Code for all numbers is 843-; DSN prefix is 335-.

MAIN HRO NUMBER: 228-2217

(Follow prompts for the staff member you'd like to contact or to get other information.)

Antonacci, Caterina, Recruitment and Placement Specialist, MCAS Branch Office, 228-7272

Bernthal, Barbara, Recruitment, Placement, Classification Specialist, PI Office, Bldg 286, 228-2378

Brandau, Nancy, Director, PI Office, Bldg 286, 228-2203

Golson, Cynthia, EEO Manager, PI Office, Bldg 286, 228-2647

Najmulski, Jessica, Labor & Employee Relations Specialist, MCAS Branch Office, 228-7090

Oliver, Cynthia, HR Programs / Workers Comp Specialist, PI Office, Bldg 286, 228-4180

Sofaly, Sheila, Recruitment, Placement, Classification Specialist, BNH Branch Office, 228-5574

Watson, Magdalene, HR Assistant, PI Office, Bldg 286, 228-3690

Witmer, Norm, Labor & Employee Relations Specialist, PI Office, Bldg 286, 228-2185